

Secondary Programs

Title: Reporting Requirements 10 Forms

Local education agencies in the state of Idaho that wish to offer approved Professional-Technical Education programs must submit an annual application for that purpose. The local education agency is responsible for the operation of Professional-Technical Education programs.

All programs are operated at the local level. The Division staff provides technical assistance and direction to assist in the development of the annual application. It is strongly suggested that the local education agency develop a planning procedure that would identify the continuing program need through both the information gathered on an employment basis, and on a student interest basis. When either the student need or the employment possibilities decline in a community, serious consideration should be given to the discontinuance of a program. The annual planning process and application procedure to the Division includes a formal application on a Form 10A, along with an Assurance Form 10C. If a local education agency desires to initiate a new program, a Form 10N must be submitted to the Division after an initial Letter of Intent is provided. The deadline for program applications is February 15 each year. The planning process includes the utilization of local advisory committee personnel, instructional staff, community contacts, and school district administrative personnel. No local education agency in the state of Idaho will receive Professional-Technical Education funding unless there is an annual application on file in the planning office by February 15 of each year.

Forms:

Form 10A, Form 10C, Form 10N
Initial Letter of Intent

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Approved: July 1, 2005